

**NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
NEW DELHI**

No E-13(3)/006/2012/NIA (Pt-VI)-

Dated the 12th September, 2014

NOTICE FOR DEPUTATION/ ABSORPTION TO NIA

“Applications are invited from employees of Central Government, State Government and Union territories for the posts of Assistant and Stenographer Grade-I on deputation/ absorption basis in the pay scale of PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200 in National Investigation Agency at New Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad and Kochi .

2. Details of vacancies and are as under:

S. No.	Name of post & Pay Scale	Eligibility criteria	Number of vacancies
1	Assistant, PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200	Officers of the Central Government or State Governments or Union territories (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, (Rs. 5200-20200) and Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, (Rs. 5200-20200) and Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification and experience:- (i) Bachelor's Degree from a recognized university; (ii) Computer proficiency.	07
2	Stenographer Grade-I, PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200 <i>12/9/14</i>	Officers of the Stenographer's cadre under the Central Government or State Governments or Union territories : (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, Rs. 5200-20200 plus Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in the post in the Pay Band-1, (Rs. 5200-	13



	<p>20200) plus Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>A Essential:</p> <p>(i) Graduate Degree from a recognized University ; and</p> <p>(ii) Possessing computer proficiency</p> <p>B. Skill test :</p> <p>(i) Stenography speed: 10 mts @ 80 words per minute.</p> <p>(ii) Transcription 50 minutes (English), 65 minutes (Hindi) on computer.</p>	
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Note : The vacancies are subject to increase or decrease.

3. The eligibility criteria (educational qualifications, experience, etc.) for respective posts are furnished separately as **Annexure-I** in NIA website "www.nia.gov.in". The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. The application form of eligible and willing officials along with following documents may be forwarded to the AIG(Adm), NIA HQ, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 through proper channel so as to reach this office within 02 months from the date of publication of this advertisement.

(a) Bio-data in the prescribed proforma as per **Annexure-II** (available in NIA website www.nia.gov.in) duly countersigned by the competent authority.

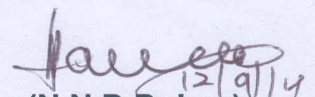
(b) Up to date APAR dossier from the year 2008-09 to 2013-14 (in case photocopies are being sent, it may be ensured that these documents are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

(c) Vigilance Clearance and Integrity Certificate issued by the concerned authority.

(d) The details of major/minor penalties imposed on the official during the last 10 years to be furnished by the cadre authority.

5. Applications received after the last date or incomplete applications in any respect or those not accompanied by the documents/information as per Para 4 above shall not be considered. The sponsoring authority may ascertain that the application submitted by the officials complete in all respects.

6. The complete information and Annexure-I & II are available in NIA websites www.nia.gov.in".


(N N D Dubey)
AIG(Adm)
For DG, NIA

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